

RECORDS RETENTION AND DISPOSAL SCHEDULE

C-670

Page
No. 1 of 1

Agency		Division
St. Mary's County		Finance - Accounting
Item No.	Description	Retention
1.	<u>Terminated Employees Payroll File</u> Files for terminated employees containing retirement and leave information. This information is not maintained by the Personnel department and is used to verify state retirement and pension payment options.	PERMANENT.* Retain in office 3 years, thereafter transfer to County Records Center and Archives.
2.	<u>Payroll Reports</u> Yearly reports giving payroll data for individual employees. Includes changes in salary, benefits and withholding for each pay period. This information is used to verify insurance and retirement payment options and is part of the employment history record for individuals.	PERMANENT.* Retain in office 3 years, thereafter transfer to County Records Center and Archives. * If no County Archives is maintained transfer to State Archives.
3.	<u>Form 941's & W-2's</u> Withholding forms and statements for local, State and Federal taxes.	Retain 10 years or until all audits completed, whichever is later, thereafter destroy.
4.	<u>Cancelled Checks</u>	Retain 7 years or until audit completed, whichever is later, thereafter destroy.
5.	<u>Cancelled Payroll Checks</u>	Same as item 4.
6.	<u>Paid Bills, Vouchers & invoices, receiving reports, and attached papers</u>	Same as item 4.
7.	<u>Daily Weekly, and Monthly Timesheets</u>	Same as item 4.
8.	<u>Bank Statements, books and deposit slips</u>	Retain 3 years or until all audits completed, whichever later, thereafter destroy.
9.	<u>Check copies, check stubs and check requests</u>	Same as item 8.
10.	<u>Reconciliation & Trial Balance Sheets</u>	Same as item 8.
11.	<u>Accommodations Tax File</u>	Same as item 8.
12.	<u>Energy Tax File</u>	Same as item 8.
13.	<u>Mobile Home/Trailer Tax</u>	Same as item 8.

Schedule approved by Department,
Agency, or Division Representative

Schedule authorized by

Joseph W. Luckenberry 9/28/90
 Signature Title Date
 Accounting Officer

Jan Blodgett 9/27/90
 County Archivist Date
Scap 10/30/90
 State Archivist Date

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 13

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Finance

3. UNIT

Accounting

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Terminated Employees Payroll File

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files for terminated employees containing, retirement, leave and benefits information. This information is not maintained by the Personnel Department in the Official Personnel Folders and is needed for verifying state retirement and pension payment options.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
2.5 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
.25 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center- Finance office
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

MD Annotated Code. State Government §10-616 g

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Permanent. Retain in office 3 years, thereafter transfer to County Records Center and Archives.

NAME AND TITLE OF PREPARER

J. Blodgett/County Archivist

20. TELEPHONE NUMBER

(301)475-7844

21. DATE

6/22/90

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 13

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Finance

3. UNIT

Accounting

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Payroll Reports

5. EARLIEST YEAR/LATEST YEAR

1983 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Yearly reports giving payroll data for individual employees. Includes changes in salary, benefits and withholding for each pay period. This information is used to verify insurance and retirement payment options and is part of the employment history record for employees.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☒ OTHER(SPECIFY)

computer printout

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
2.5 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
.25 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Finance office
St. Mary's Co. Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

MD Annotated Code. State Government §10-616 g

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Permanent. Retain in office 3 years, thereafter transfer to County Records Center and Archives.

NAME AND TITLE OF PREPARER

J. Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 13

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Finance - Accounting

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Form 941's & W-2's

5. EARLIEST YEAR/LATEST YEAR

1975 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Withholding forms and statements for local, state, and federal taxes--continuous form copies for all employees and copies of quarterly statements.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
3
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
.5
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 10
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

St. Mary's County Records Center &
Governmental Center - Finance office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)
MD Annotated Code §10-616 (h) - State Government

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 10 years or until all audits completed, whichever is later, then destroy

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 13

1. DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Finance

3. UNIT

Accounting

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Cancelled Checks

5. EARLIEST YEAR/LATEST YEAR

1979 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files of checks issued by the county government in check number order. These checks have been cancelled, cashed or voided and serve as confirmation of payments and checks issued.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☒ OTHER(SPECIFY)
4" x 8"

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
6
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 7
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

St. Mary's County Records Center
Governmental Center - finance office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 7 years or until all audits completed, whichever is later, thereafter destroy.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

PAGE 5 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Cancelled Payroll Checks

5. EARLIEST YEAR/LATEST YEAR
1983 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files of payroll checks for county employees in check number order. These checks have been cancelled (cashed or voided) and serve as confirmation of payments and checks issued.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☒ OTHER(SPECIFY)
4" x 8'

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
4
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
5
NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
St. Mary's County Records Center
Governmental Center - Finance Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S)
MD ANnotated Code State Government §10-616(h)

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 7 years or until all audits completed whichever is later, thereafter destroy.

NAME AND TITLE OF PREPARER
Jan Blodgett/ County Archivist

20. TELEPHONE NUMBER
(301) 475-7844

21. DATE
6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 6 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Paid Bills, Vouchers & Invoices, Receiving reports, & attached papers

5. EARLIEST YEAR/LATEST YEAR

1979 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Alphabetical files by vendor for vouchers and invoices processed through the finance office with accompanying documentation.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
20
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
3
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 7
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

St. Mary's County Records Center
Governmental Center -finance office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS

- ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 7 years or until all audits completed, whichever is later, thereafter destroy.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 13

1. DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Finance

3. UNIT

Accounting

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Daily, Weekly and Monthly Timesheets

5. EARLIEST YEAR/LATEST YEAR

1976 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Original timesheets completed by county employees. Timesheets are filed by department.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
7 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
1 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 7 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

St. Mary's County Records Center
Governmental Center - Finance office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)

MD Annotated Code. State Government §10-616(h)

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 7 years or until all audits completed, whichever is later, thereafter destroy.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Bank Statements, books and deposit slips

5. EARLIEST YEAR/LATEST YEAR
1979 TO 1900

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Reports from banks on county accounts, deposit slips and reports from departments used for reconciliation and monitoring of accounts.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
2
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
.5
NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
St. Mary's County Records Center
Governmental Center - Finance Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years or until all audits are completed, whichever is later, thereafter destroy.

NAME AND TITLE OF PREPARER
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER
(301) 475-7844

21. DATE
6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 9 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Check copies, Check Stubs and Check requests

5. EARLIEST YEAR/LATEST YEAR

1981 to 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Copies of checks and check stubs for checks issued by the county government. They are used as a backup until cancelled checks are received and refiled.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
2.5 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
.5 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Finance Office
St. Mary's County Records Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years of until all audits are completed, whichever is later, thereafter destroy.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 10 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Reconciliation and Trial Balance Sheets

5. EARLIEST YEAR/LATEST YEAR

1986 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Worksheets for reconciliation and trial balances of county bank accounts.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
15 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
.5 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Finance Office
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years or until all audits completed whichever is later, thereafter destroy.

NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 11 OF 13

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Finance

3. UNIT

Accounting

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Accommodation Tax

5. EARLIEST YEAR/LATEST YEAR

1985 TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Monthly report forms and cash receipts filed by hotel & motel operators. Files are arranged by individual owners and are subject to county audit.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
.25
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Finance office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

MD Annotated Code. State Government §10-616 g

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years or until audits completed, thereafter destroy.

NAME AND TITLE OF PREPARER

J. Blodgett

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 12 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Energy Tax File

5. EARLIEST YEAR/LATEST YEAR
1987 TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Monthly report forms and cash receipts filed by fuel and utility companies. Files are arranged by vendor and are cumulated annually. Files are subject to County audit.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
.50 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
.25 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Governmental Center - Finance Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S)
MD Annotated Code. State Government §10-616 g

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Retain 3 years or until audits completed, thereafter destroy.

19. NAME AND TITLE OF PREPARER
J. Blodgett

20. TELEPHONE NUMBER
(301) 475-7844

21. DATE
6/22/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 13 OF 13

DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
Finance

3. UNIT
Accounting

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Mobile Home Tax

5. EARLIEST YEAR/LATEST YEAR

1988- TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Monthly report forms and cash receipts filed by mobile park owners. Files are arranged by owner and are cumulated annually. Files are subject to county audit.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ SOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
.50
NUMBER

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
.25
NUMBER

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Finance office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

MD Annotated Code. State Government §10-616 g

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain 3 years or until audit completed, thereafter, destroy.

NAME AND TITLE OF PREPARER

J. Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

6/22/90